

## Office Assistant 1 (Keyboarding)

### Announcement Posted:

07/07/23

### Responses must be hand delivered or postmarked by:

07/17/23

### Salary:

\$34,152 to \$42,251

### Location:

Division of Disability Determinations:

These positions may exist in one of the following locations:

Albany Processing Center  
One Commerce Plaza  
Albany, NY 12210

Buffalo Processing Center  
295 Main Street  
Buffalo, NY 14203

Binghamton Processing Center  
2001 Perimeter Road East  
Endicott, NY 13760

### Grade:

6

### # of Positions:

6

### Candidates Must Meet the Following Qualifications:

Eligible for a lateral transfer or eligible for a 70.1 transfer by having one year of permanent competitive service in an appropriate title;

View a complete listing of [70.1 transferable titles](#); OR

Reachable on the appropriate eligible list in Albany, Buffalo, and Endicott.

Provisional qualifications: There are no minimum education or experience requirements.

### Duties of Position:

Duties of the Position may include:

The duties of these positions include, but will not be limited to, the following:

- Type, review, and correct information entered into Disability Determination Services (DDS) computerized systems, ensuring accuracy.
- Review and prepare documents, records, and other written material.
- Perform various clerical or office assistance tasks such as answering and directing phone calls, scanning documents, and verifying accuracy of data from scanned documents.
- Perform routine processing activities, including checking forms for completeness and accuracy.
- Assist in gathering or compiling data for reports, graphs, charts, tables, or other products.
- Prepare routine reports or assist others in the preparation of reports, following established guidelines.

### **Conditions of Employment:**

Full-time permanent or contingent permanent or provisional appointments will be made. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title.

**If a provisional appointment is made, the appointee will be required to take the next holding of the Office Assistant 1 (Keyboarding) examination and be immediately eligible for appointment from the eligible list in order to maintain continued employment in this position.**

Please be advised that all hires or transfers to OTDA's Division of Disability Determinations must submit to mandatory fingerprinting and an associated FBI background investigation by the Social Security Administration under Homeland Security Presidential Directive-12. Not all prior arrests and/or convictions will prohibit appointment. Information is considered on a case-by-case basis.

### **Remarks:**

- **Candidates should reference posting 23-148 when submitting your application.**
- **If submitting electronically, please reference posting 23-148 as part of your subject line.**
- **If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.**